

# Memo

**To:** Back Office Staff and Physicians  
**From:** Jung and Pielop  
**Date:** 1/13/22  
**Re:** MA's filling out the COVID excuse form

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The back office staff is now able to fill out the COVID excuse forms and stamp with PCP signature **only if the patient is positive for COVID.**

If the patient is not positive, test is pending, or testing is not indicated, the physicians are responsible for checking the box for the appropriate option and physically signing the excuse form. These forms cannot be stamped with physician's signatures.